



LINCOLNWOOD SCHOOL DISTRICT 74  
BOARD OF EDUCATION  
REGULAR MEETING AGENDA  
THURSDAY, DECEMBER 2, 2021 AT **7:30 PM**

BOARD OF EDUCATION  
Kevin Daly, *President*  
Elaina Geraghty, *Vice President*  
John P. Vranas, *Secretary*  
Myra A. Foutris  
Jay Oleniczak  
Rupal Shah Mandal  
Peter D. Theodore

ADMINISTRATION  
Dr. Kimberly A. Nasshan, *Superintendent of Schools*  
Dr. David Russo, *Assistant Superintendent for Curriculum and Instruction*  
Courtney Whited, *Business Manager/CSBO*

*Agenda of the Regular Meeting of the Board of Education of Lincolnwood School District 74,  
Cook County, Illinois, to be held in the Lincolnwood Village Hall - Council Chambers  
6900 North Lincoln Avenue  
Lincolnwood, Illinois 60712,  
on Thursday, December 2, 2021.*

**Bill Reviewers for the Month:** Kevin Daly and Rupal Shah Mandal

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE - **(7:30 p.m.)**

- Kevin Daly
- Myra A. Foutris
- Elaina Geraghty
- Jay Oleniczak
- Rupal Shah Mandal
- Peter D. Theodore
- John P. Vranas

ADMINISTRATIVE TEAM MEMBERS

- |  |  |
|--|--|
| <input type="checkbox"/> Dr. Kimberly A. Nasshan | <input type="checkbox"/> Dr. Dominick Lupo |
| <input type="checkbox"/> Dr. David L. Russo      | <input type="checkbox"/> Mark Atkinson     |
| <input type="checkbox"/> Courtney Whited         | <input type="checkbox"/> Chris Harmon      |
| <input type="checkbox"/> Jennifer Ruttkay        | <input type="checkbox"/> Erin Curry        |
| <input type="checkbox"/> Jordan Stephen          | <input type="checkbox"/> Christina Audisho |
| <input type="checkbox"/> Renee Tolnai            |  |

2. DISTRICT RECOGNITION

a. ILMEA (Illinois Music Education Association)

On November 6, 2021, Lincoln Hall had three students compete against students from seventy-two other schools to earn a place in the coveted ILMEA Festival. The students being honored tonight were all accepted! Congratulations to:

Salwa M. | 8th Grade - Band  
Nishant C. | 7th Grade - Orchestra  
Fabian C. | 7th Grade - Orchestra

3. AUDIENCE TO VISITORS

4. INFORMATION/ACTION: CONSENT AGENDA

(Any member of the Board wishing to vote separately on a Consent Agenda item should request removal of that item from the Consent Agenda.)

- a. APPROVAL OF MINUTES
  - I. Regular Board Meeting Minutes - **NOVEMBER 4, 2021** 7
  - II. Regular Board Meeting - Closed Session Minutes - **NOVEMBER 4, 2021**

- b. EMPLOYMENT MATTERS
  - I. Personnel Report

- c. Anticipated Dates for the 2022 Lincolnwood School District 74 Board of Education Meetings.  
The Lincolnwood School District 74 Board of Education must approve dates for the 2022 Regular Board of Education meetings. The meetings are held at Lincolnwood Village Hall at 7:30 p.m., unless otherwise noted.

Feedback from the community to any of these meeting dates is welcome.

- January 6, 2022
- February 3, 2022
- March 3, 2022
- April 7, 2022
- May 5, 2022
- June 1, 2022 (Wednesday)
- June 23, 2022
- August 4, 2022
- September 1, 2022
- October 6, 2022
- November 3, 2022
- December 1, 2022

- d. Policy
  - I. **Consent Only** - Policies Excluded from 1st Reading for Approval\*  
\*These policies are excluded from 1st Reading because they only involve changes in citations or immediate compliance with the law or Illinois School Code.
    - 1. 3:10 Goals and Objectives 12
    - 2. 3:70 Succession Plan 13
    - 3. 4:40 Incurring Debt 14
    - 4. 4:140 Waiver of Student Fees 15
    - 5. 5:140 Solicitations By or From Staff 16
    - 6. 6:140 Education of Homeless Children 17
    - 7. 6:180 Extended Instructional Programs
    - 8. 7:285 Food Allergy Management Program
    - 9. 8:70 Accommodating Individuals with Disabilities

- e. Final Fiscal Year 2021 Audit by Lauterbach & Amen, LLP  
The final Fiscal Year 2021 Lauterbach & Amen, LLP Audit Report is presented to the Lincolnwood School District 74 Board of Education for review at the December 2, 2021 Board of Education meeting, as recommended by the Finance Committee.

- f. Upcoming Staff Development Opportunities
  - I. Illinois Music Educators Conference (IMEC), January 27-29, 2022, in Peoria, IL for Rutledge Hall Music Teacher Hillary Schroer

- g. Termination of Two Elevator Service/Maintenance Agreements and Notice to Bid for Elevator Service/Maintenance on Two Elevators and Modernization of One Elevator

The Facilities Committee concurs with Administration to recommend to the Board of Education to terminate Elevator Service and Maintenance Agreements with TK Elevator and Otis Elevator on March 31, 2022 and to request sealed bids for the modernization of one elevator and the regular service and maintenance of two elevators beginning in April 2022.

- h. Annual Renewal of Building Automated Systems (BAS) Maintenance and Support  
The Facilities Committee concurs with the Administration to recommend to the Board of Education to accept this Agreement from Control Engineering Corporation to renew Annual BAS (Building Automated Systems) Maintenance and Support in the amount of \$9,524 from January 1, 2022 through December 31, 2022.
- i. Everyday Speech Subscription  
The Finance Committee concurs with the Administration to recommend to the Board of Education to accept this Quote from Everyday Speech in the amount of \$1,127.96 from December 3, 2021 to December 2, 2022.
- j. Explore Learning Gizmos Renewal  
The Finance Committee concurs with the Administration to recommend to the Board of Education to accept this Proposal from Explore Learning for Gizmos in the amount of \$2,947.50 from January 1, 2022 to June 30, 2023.
- k. Infinite Connections Inc. Agreement Renewal  
The Finance Committee concurs with the Administration to recommend to the Board of Education to approve the Infinite Connections, Inc. Agreement for Consulting Services in the amount of \$4,400 for the dates between February 1, 2022 to January 31, 2023.
- l. XtraMath Premium Subscription for the 2021-2022 School Year  
The Finance Committee concurs with the Administration to recommend to the Board of Education to approve the XtraMath Premium Subscription, for Grades 3 through 5, in the amount of \$512.50 for the service dates from October 21, 2021 to October 21, 2022.
- m. ZOOM Video Communications Inc. Subscription for the 2021-2022 School Year  
The Finance Committee concurs with the Administration to recommend to the Board of Education to approve the ZOOM Video Communications Inc. Subscription in the amount of \$7,500 for the dates August 18, 2021 through August 17, 2022.

Rationale: As part of the regular meeting, the Board of Education routinely approves minutes, personnel items, Board policies, and routine business matters.

**Recommended Motion: I move that the Lincolnwood School District 74 Board of Education approves those items on the Consent Agenda as appear above.**

Motion by member: \_\_\_\_\_ Seconded by: \_\_\_\_\_

5. UNFINISHED BUSINESS

6. NEW BUSINESS

- a. INFORMATION/DISCUSSION/ACTION: Memorandum of Agreement (MOA) Regarding FMLA and Maternity Leave Between the Board of Education of Lincolnwood School District No. 74, Cook County, Illinois and Lincolnwood Teachers' Association (LTA), Local 1274, IFT/AFT

Rationale: The Lincolnwood School District 74 Board of Education must approve any Memorandum of Agreement (MOA).

**Recommended motion: I move that the Lincolnwood School District 74 Board of Education approve the Memorandum of Agreement (MOA) regarding FMLA and Maternity Leave between the Board of Education of Lincolnwood School District No. 74, Cook County, Illinois and Lincolnwood Teachers' Association (LTA), Local 1274, IFT/AFT.**

Motion by member: \_\_\_\_\_ Seconded by: \_\_\_\_\_

- b. INFORMATION/DISCUSSION/ACTION: Memorandum of Agreement (MOA) Regarding FMLA and Maternity Leave between the Board of Education of Lincolnwood School District No. 74, Cook County, Illinois and the Lincolnwood Support Staff Union (LSSU), Local 1274, IFT/AFT

Rationale: The Lincolnwood School District 74 Board of Education must approve any Memorandum of Agreement (MOA).

**Recommended motion: I move that the Lincolnwood School District 74 Board of Education approve the Memorandum of Agreement (MOA) regarding FMLA and Maternity Leave between the Board of Education of Lincolnwood School District No. 74, Cook County, Illinois and the Lincolnwood Support Staff Union (LSSU), Local 1274, IFT/AFT, as presented.**

Motion by member: \_\_\_\_\_ Seconded by: \_\_\_\_\_

7. COMMUNICATION FROM BOARD MEMBERS

- a. NTDSE/District 807: **John P. Vranas/Kevin Daly**
- b. IASB (Illinois Association of School Boards): **Elaina Geraghty/Myra A. Foutris**
- c. Finance Committee: **Peter D. Theodore/Jay Oleniczak**
- d. Facilities Committee: **John P. Vranas/Elaina Geraghty**
- e. Policy Committee: **Rupal Shah Mandal/Myra A. Foutris**
  - I. 1st Reading by the Lincolnwood School District 74 Board of Education
    - 1. 4:100 Insurance Management
- f. President's Report: **Kevin Daly**

8. COMMUNICATION TO THE BOARD OF EDUCATION

- a. LTA (Lincolnwood Teacher Association): **Travis DuPriest/Stacy Panoutsos (Co-Presidents)**
- b. LSSU (Lincolnwood Support Staff Union): **Tammer Gad (President)**

9. ADMINISTRATIVE REPORTS

- a. Superintendent's Report: **Dr. Kimberly A. Nasshan**
  - I. INFORMATION/DISCUSSION: District Updates
- b. Curriculum and Instruction, Assistant Superintendent's Report: **Dr. David L. Russo**
  - I. INFORMATION/DISCUSSION: Assessment Report: Spring – Fall 2021 NWEA/MAP Data
- c. Business and Operations, Business Manager/CSBO: **Courtney Whited**
  - I. INFORMATION/DISCUSSION: Finance Report - **SEPTEMBER 2021**
  - II. INFORMATION/DISCUSSION/ACTION: Public Hearing and Adoption of the Final 2021 Property Tax Levy

Rationale: The Lincolnwood School District 74 Board of Education must hold a public hearing for possible audience comments on the 2021 Property Tax Levy. The Board of Education must approve the Levy Adoption Resolution and the Truth in Taxation Certificate of Compliance.

PUBLIC HEARING

OPEN PUBLIC HEARING

**Recommended Motion: I move that the Lincolnwood School District 74 Board of Education open a public hearing regarding adoption of the Final 2021 Property Tax Levy.**

Motion by member: \_\_\_\_\_ Seconded by: \_\_\_\_\_

AUDIENCE COMMENTS

CLOSE PUBLIC HEARING

**Recommended Motion: I move that the Lincolnwood School District 74 Board of Education close the public hearing regarding adoption of the Final 2021 Property Tax Levy.**

Motion by member: \_\_\_\_\_ Seconded by: \_\_\_\_\_

2021 PROPERTY TAX LEVY APPROVAL

**Recommended Motion: I move that the Lincolnwood School District 74 Board of Education adopts the 2021 Property Tax Levy Resolutions as presented. The aggregate capped funds levy is \$23,789,277 which is a 1.74% increase over the previous year's amount. The debt service amount is \$1,731,689.61 which is a 0.78% increase over the previous year's amount. The total property taxes to be levied for 2021 are \$25,520,966.61. This represents a 1.67% increase over last year's total amount. The Board also directs the Business Manager, Courtney Whited, to file the Truth in Taxation Certificate of Compliance and all other documentation before the last Tuesday in December.**

Motion by member: \_\_\_\_\_ Seconded by: \_\_\_\_\_

- III. INFORMATION/ACTION: Bills Payable in the Amount of \$1,544,477.83  
**Bills reviewed this month by:** Kevin Daly and Rupal Shah Mandal  
Rationale: The Board of Education routinely reviews and approves invoices and bills.

**Recommended Motion: I move that the Lincolnwood School District 74 Board of Education approve invoices and bills in the amount of \$1,544,477.83.**

Motion by member: \_\_\_\_\_ Seconded by: \_\_\_\_\_

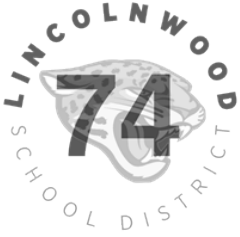
10. AUDIENCE TO VISITORS

11. ADJOURNMENT

Motion by member: \_\_\_\_\_ Seconded by: \_\_\_\_\_

***Dr. Kimberly A. Nasshan, Superintendent of Schools***

*Lincolnwood School District 74 is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting or facility, are requested to contact the District Office at 847-675-8234 promptly to allow Lincolnwood School District 74 to make reasonable accommodations for those persons.*



LINCOLNWOOD SCHOOL DISTRICT 74  
 BOARD OF EDUCATION  
 REGULAR MEETING MINUTES  
 THURSDAY, NOVEMBER 4, 2021 AT 7:30 PM

BOARD OF EDUCATION  
**Kevin Daly, President**  
**Elaina Geraghty, Vice President**  
**John P. Vranas, Secretary**  
**Myra A. Foutris**  
**Jay Oleniczak**  
**Rupal Shah Mandal**  
**Peter D. Theodore**

ADMINISTRATION  
**Dr. Kimberly A. Nasshan, Superintendent of Schools**  
**Dr. David Russo, Assistant Superintendent for Curriculum and Instruction**  
**Courtney Whited, Business Manager/CSBO**

*Minutes of the Regular Meeting of the Board of Education of Lincolnwood School District 74, Cook County, Illinois, was held in the Lincolnwood Village Hall - Council Chambers 6900 North Lincoln Avenue, Lincolnwood, Illinois 60712, on Thursday, November 4, 2021.*

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

President Daly called the Regular Meeting to order at 7:33 p.m. Roll call was taken and the Pledge of Allegiance was recited:

MEMBERS PRESENT

Kevin Daly  
 Myra A. Foutris  
 Elaina Geraghty  
 Jay Oleniczak  
 Rupal Shah Mandal  
 Peter D. Theodore

MEMBERS ABSENT

John P. Vranas

ADMINISTRATORS/STAFF PRESENT

Dr. Kimberly A. Nasshan  
 Dr. David Russo  
 Courtney Whited  
 Chris Harmon

Erin Curry  
 Mark Atkinson  
 Jordan Stephen  
 Christina Audisho

Dr. Dominick Lupo  
 Jennifer Ruttkay  
 Renee Tolnai

President Daly named Member Theodore Secretary Pro-Tem.

2. AUDIENCE TO VISITORS

None

3. INFORMATION/ACTION: CONSENT AGENDA

a. APPROVAL OF MINUTES

- I. Regular Board Meeting Minutes - **OCTOBER 7, 2021**
- II. Regular Board Meeting - Closed Session Minutes - **OCTOBER 7, 2021**

b. EMPLOYMENT MATTERS

- I. Personnel Report
- II. New Employment
  - 1. **Shelley Jaffe**, Paraprofessional, Lincoln Hall, effective October 18 , 2021, \$16.82/hr
  - 2. **Sam Kott**, Informational Technology Assistant, Todd Hall, October 18, 2021 \$18.09/hr
  - 3. **Sara Peeters**, 2nd Grade Teacher, Todd Hall, effective October 12, 2021, Class 3, Level 10, \$75,467
  - 4. **Amanda Ibrahim**, Paraprofessional, Rutledge Hall, effective November 1, 2021, \$15.76/hr
- III. Resignation

1. **Kristina Finnerman**, Paraprofessional, Lincoln Hall, effective October 1, 2021

c. Policy

I. **Consent Only** - Policies Excluded from 1st Reading for Approval\*

\*These policies are excluded from 1st Reading because they only involve changes in citations or immediate compliance with the law or Illinois School Code.

1. 7:290 Suicide and Depression Awareness and Prevention (Kept in Committee to ensure existence of referenced social agencies)
  2. 2:210 Organizational Board of Education Meeting
  3. 5:80 Court Duty
  4. 5:110 Recognition for Service
  5. 5:230 Maintaining Student Discipline
  6. 5:260 Student Teachers
  7. 5:285 Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
  8. 6:70 Teaching About Religions
  9. 6:290 Homework
  10. 7:60 Residence
  11. 7:310 Restrictions on Publications; Elementary Schools
- II. 2nd Reading/Adoption of Policy
1. 4:70 Resource Conservation
  2. 7:70 Attendance and Truancy
  3. 7:305 Student Athlete Concussions and Head Injuries
- III. 2nd Reading/Deletion of Policy
1. 7:30 Student Assignment - Removal from District Policy Manual

It was moved by Member Theodore and seconded by Member Shah Mandal that the Lincolnwood School District 74 Board of Education approves those items on the Consent Agenda as appear above.

President Daly submitted the motion to a vote and the following vote was recorded:

Ayes: Foutris, Geraghty, Shah Mandal, Oleniczak, Theodore, Daly

Nays: None

Absent: Vranas

Motion passed.

4. UNFINISHED BUSINESS

None

5. NEW BUSINESS

None

6. COMMUNICATION FROM BOARD MEMBERS

a. NTDSE/District 807: **John P. Vranas/Kevin Daly**

President Daly reported that the NTDSE Governing Board last met on Tuesday, November 2, 2021 with a short agenda including two presentations and a construction update.

b. IASB (Illinois Association of School Boards): **Elaina Geraghty/Myra A. Foutris**

The IASB Triple I Conference is scheduled for November 19-21, 2021.

Board Members are asked to participate in the online webinars.

c. Finance Committee: **Peter D. Theodore/Jay Oleniczak**

The Finance Committee last met on October 21, 2021.



As recommended by the Finance Committee, the 2021 Proposed Property Tax Levy is being presented to the Board for approval this evening. A public hearing regarding the Final 2021 Property Tax Levy and Final Adoption will both be on the December 2, 2021 Board of Education Agenda.

The Committee discussed the Infinite Connections for Emergency Connectivity Fund (ECF) Program Assistance for iPad Reimbursement. The iPads purchased for the 3rd and 4th grade expansion of the 1:1 program would potentially qualify for this grant source. If the ECF application is approved, the District would file an amended ESSER II budget to account for the receipts of ECF funds.

The FY21 Draft Audit Report by Lauterbach & Amen, LLP was discussed and the Final FY21 Audit Report will be presented at the December Board of Education meeting.

The next Finance Committee meeting is scheduled for Thursday, November 18, 2021 at 6:30 p.m. The public is welcome.

d. Facilities Committee: **John P. Vranas/Elaina Geraghty**  
The Facilities Committee last met on October 19, 2021.

Courtney Whited, Business Manager/CSBO, explained the history behind the existing elevator maintenance contracts. Otis Elevator Company is willing to end the contract early, aligning both contracts for the same termination date. The District will submit an RFP, with the assistance of StudioGC, to obtain an elevator maintenance contract moving forward along with the elevator modernization project for Rutledge Hall. The Committee asked whether or not the equipment would be proprietary or non-proprietary. StudioGC will investigate feasibility of non-proprietary equipment. A five-year contract is acceptable to the Committee.

Athi Toufexis, StudioGC, outlined the proposed bid packages for Summer 2022 construction work. The Committee recommended going to bid prior to the holidays. StudioGC will factor the calendar into the timing of bidding. Courtney highlighted the projects that may be funded by the School Maintenance Project Grant (SMPG).

Courtney outlined the rental request from Lincolnwood Baseball and Softball Association. This will not interfere with Lincoln Hall related activities. Committee members inquired about revenue sources that support programming. The Administration will look at the schedule of rental fees.

A Representative of the North Cook Intermediate Service Center inquired about hosting the NCISC Scripps Spelling Bee in 2023 in the Lincoln Hall Auditorium. The Committee indicated it would be an honor for the District to host.

The surface has been installed for the Grades 1-2 Playground. The area where the climber will be installed has been cordoned off until it arrives. Students are able to use the space.

The front entrance doors will be installed on October 29 at Todd Hall. The District is waiting on the cores for the doors. Silicone sealant at the thresholds has been installed to avoid seepage. The contractor is coming out to evaluate the situation. District staff will observe the issue during the next rain storm. The locks are set for the interior doors. The teachers have keys to interior doors at Todd Hall.

Duct detectors are hooked up at Todd Hall and Rutledge Hall that cut the blowers off to prevent smoke and flames from being carried throughout the building. By October 29th, the project will be completed. Additional smoke detectors have already been installed for CCDC.

The Committee would like to see proposals for an awning style mount on the second level of the south facade at Lincoln Hall for Solar Panels.

The next Facilities Committee meeting is scheduled for Tuesday, November 16, 2021 at 6:00 p.m. The public is welcome.

e. Policy Committee: **Rupal Shah Mandal/Myra A. Foutris**

The Policy Committee last met on Friday, October 22, 2021.

The Policy Committee sent eleven policies to the Consent Agenda.

The Committee continues to review District policies in between receipt of official Press Plus packets.

The next Policy Committee meeting is scheduled for Friday, November 12, 2021 at 8:30 a.m. The public is welcome.

Member Shah Mandal wished Happy Diwali to those who celebrate (a festival of lights and one of the major festivals celebrated by Hindus, Jains, Sikhs and some Buddhists, and notably Newar Buddhists).

f. President's Report: **Kevin Daly**

President Daly thanked NTDSE Executive Director, Tarin Kendrick and staff, for hosting the Lincolnwood School District 74 Board of Education's recent tour of the Molloy Education Center.

7. COMMUNICATION TO THE BOARD OF EDUCATION

a. LTA (Lincolnwood Teacher Association): **Travis DuPriest/Stacy Panoutsos (Co-Presidents)**

No report.

b. LSSU (Lincolnwood Support Staff Union): **Tammer Gad (President)**

No report.

8. ADMINISTRATIVE REPORTS

a. Superintendent's Report: **Dr. Kimberly A. Nasshan**

I. District Updates: School Board Members Day - November 15, 2021

Superintendent Nasshan presented a small token of appreciation to the Lincolnwood School District 74 Board Members for their time and efforts on behalf of the whole Lincolnwood Learning Community.

b. Curriculum and Instruction, Assistant Superintendent's Report: **Dr. David L. Russo**

I. Assessment Report: Fall 2021 NWEA/MAP Data

Assistant Superintendent for Curriculum and Instruction Russo presented the Fall 2021 NWEA/MAP Data. The Administration will present an update for the Board of Education after winter benchmarking.

c. Business and Operations, Business Manager/CSBO: **Courtney Whited**

I. Finance Report - **AUGUST 2021**

Business Manager/CSBO Whited presented the August 2021 Finance Report.

II. Approval of the 2021 Estimated Annual Property Tax Levy Resolution & Public Notice

Business Manager/CSBO Whited gave an overview of the Levy process.

It was moved by Member Theodore and seconded by Member Oleniczak that the Lincolnwood School District 74 Board of Education approve the 2021 Estimated Annual Property Tax Levy Resolution & Public Notice, as presented and as recommended by the Finance Committee.

President Daly submitted the motion to a vote and the following vote was recorded:

Ayes: Foutris, Geraghty, Shah Mandal, Oleniczak, Theodore, Daly

Nays: None

Absent: Vranas

Motion passed.

III. Bills Payable in the Amount of \$1,458,526.66.

**Bills reviewed this month by:** Peter D. Theodore and John P. Vranas

It was moved by Member Theodore and seconded by Member Oleniczak that the Lincolnwood School District 74 Board of Education approve invoices and bills in the amount of \$1,458,526.66.

President Daly submitted the motion to a vote and the following vote was recorded:

Ayes: Foutris, Geraghty, Shah Mandal, Oleniczak, Theodore, Daly

Nays: None

Absent: Vranas

Motion passed.

9. AUDIENCE TO VISITORS

None

10. RECESS INTO CLOSED SESSION

It was moved by President Daly and seconded by Member Shah Mandal that the Lincolnwood School District 74 Board of Education recess into Closed Session for the purposes of: **5 ILCS 120/2(c)(1), amended by P.A. 101-459 - Personnel and and 5 ILCS 120/2(c)(2) - Collective Negotiating.**

President Daly submitted the motion to a vote and the motion passed.

11. ADJOURNMENT

It was moved by Vice President Geraghty and seconded by Member Shah Mandal to adjourn the Regular meeting of the Lincolnwood School District 74 Board of Education.

President Daly submitted the motion to a vote and the motion passed at 8:30 p.m.

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Kevin Daly, President

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Peter D. Theodore, Secretary Pro-Tem

# 11/12/21 PC MEETING - COMMITTEE REVIEW OF THE POLICY MANUAL PROJECT

## General School Administration

### 3:10 Goals and Objectives

The Superintendent directs the administration in order to manage the School District and to facilitate the implementation of a quality educational program in alignment with Board of Education policy 1:30, *School District Philosophy*. Specific goals and objectives are to:

1. Provide educational expertise.
2. Plan, organize, implement, and evaluate educational programs that will provide for students' mastery of the Illinois Learning Standards.
3. Meet or exceed student performance and academic improvement goals established by the Board.
4. Develop and maintain channels for communication between the school and community.
5. Develop an administrative procedures manual and handbooks for personnel and students that are aligned with Board policy.
6. Manage the District's fiscal and business activities to ensure financial health, cost-effectiveness, and protection of the District's assets.
7. Provide for the proper use, reasonable care, and appropriate maintenance of the District's real and personal property, including buildings, equipment, and supplies.

LEGAL REF.:

[105 ILCS 5/10-16.7](#), [5/10-21.4](#), and [5/10-21.4a](#).

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:130 (Board Superintendent Relationship), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 6:10 (Educational Philosophy and Objectives)

ADOPTED: March 1, 2012

REVISED:

REVIEWED: April 4, 2018

**Lincolnwood School District 74**

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## General School Administration

### 3:70 Succession Plan

In order to insure consistent leadership in the District, the following succession plan shall be in effect:

- a. When the Superintendent is out of the District for an extended amount of time, the Assistant Superintendent for Curriculum and Instruction shall assume the role of the Superintendent.
- b. When the Superintendent and the Assistant Superintendent for Curriculum and Instruction are out of the District for an extended period of time, the Business Manager shall assume the role of the Superintendent, if properly certified.
- c. When all three of the above-mentioned administrators are out of the District for an extended period of time, the most senior Principal with the proper Superintendent endorsement to his/her administrative certificate shall assume the role of the Superintendent.
- d. When the middle school Principal is out of the District for an extended period of time, the Assistant Principal shall assume the role of the middle school Principal.
- e. When any Principal is out of the District for an extended period of time, a volunteer, lead teacher (named in advance) will assist the front office in routine decision-making. This volunteer lead teacher shall be from teachers who have an interest in administration. All other District administrators will develop a "coverage plan" to support the school and lead teacher for the duration of the Principal's absence.

The Board of Education supports staff members who are interested in pursuing advancement to school district administration. In order to support that interest, all administrators shall be available, as much as practicable, to meet with and counsel staff members pursuing administrative certification.

LEGAL REF.:

[105 ILCS 5/10-21.4.](#)

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 3:30 (Chain of Command)

ADOPTED: March 7, 2013

REVISED:

REVIEWED: April 4, 2018

**Lincolnwood School District 74**

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Operational Services

**4:40 Incurring Debt**

The Business Manager or a designee shall provide early notice to the Board of Education of the District's need to borrow money. The Business Manager or designee shall prepare all documents and notices necessary for the Board of Education, at its discretion, to: (1) issue State Aid Anticipation Certificates, tax anticipation warrants, working cash fund bonds, bonds, notes, and other evidence of indebtedness, or (2) establish a line of credit with a bank or other financial institution. The Business Manager shall notify the State Board of Education before the District issues any form of long-term or short-term debt that will result in outstanding debt that exceeds 75% of the debt limit specified in State law.

Bond Issue Obligations

In connection with the Board's issuance of bonds, the Business Manager shall be responsible for ensuring the District's compliance with federal securities laws, including the anti-fraud provisions of the Securities Act of 1933, as amended and, if applicable, the continuing disclosure obligations under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended.

Additionally, in connection with the Board's issuance of bonds, the interest on which is excludable from *gross income* for federal income tax purposes, or which enable the District or bond holder to receive other federal tax benefits, the Board authorizes the Business Manager to establish written procedures for post-issuance compliance monitoring for such bonds to protect their tax-exempt (or tax-advantaged) status.

The Board may contract with outside professionals, such as bond counsel and/or a qualified financial consulting firm, to assist it in meeting the requirements of this subsection.

LEGAL REF.:

Securities Act of 1933, [15 U.S.C. §77a et seq.](#)

Securities Exchange Act of 1934, [15 U.S.C. §78a et seq.](#)

[17 C.F.R. §240.15c2-12.](#)

Bond Authorization Act, [30 ILCS 305/2](#)

Bond Issue Notification Act, [30 ILCS 352/](#)

Local Government Debt Reform Act, [30 ILCS 350/.](#)

Tax Anticipation Note Act, [50 ILCS 420/.](#)

[105 ILCS 5/17-16](#), [5/17-17](#), [5/18-18](#), and [5/19-1 et seq.](#)

CROSS REF.: 4:10 (Fiscal and Business Management)

ADOPTED: September 10, 2002

REVISED: May 3, 2018

REVIEWED: May 3, 2018

# 11/12/21 PC MEETING - COMMITTEE REVIEW OF THE POLICY MANUAL PROJECT

## Operational Services

### 4:140 Waiver of Student Fees

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student be denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and Ill.State Board of Education (ISBE) rule, and that provisions for assisting parents/guardians in completing the application are available.

#### Eligibility Criteria

A student shall be eligible for a fee waiver when:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act, [42 U.S.C. §1758](#); [7 C.F.R. Part 245](#) *et seq.*; or
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

The Superintendent or designee will give additional consideration where one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

#### Verification

The Superintendent or designee must follow the verification requirements of [7 C.F.R. 245.6a](#) when using the free lunch or breakfast eligibility guidelines pursuant to The National School Lunch Act as the basis for waiver of the student's fee(s).

#### Determination and Appeal

The Superintendent or designee will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. The denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the School Board. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

LEGAL REF.:

[105 ILCS 5/10-20.13](#), [5/10-22.25](#), [5/27-24.2](#), and [5/28-19.2](#).

[23 Ill.Admin.Code §1.245](#) [*may contain unenforceable provisions*].

CROSS REF.: 4:130 (Free and Reduced-Price Food Services)

ADOPTED: September 10, 2002

REVISED: September 5, 2013

REVIEWED: May 2, 2018

**Lincolnwood School District 74**

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# 11/12/21 PC MEETING - COMMITTEE REVIEW OF THE POLICY MANUAL PROJECT

## General Personnel

### **5:140 Solicitations By or From Staff**

District employees shall not solicit donations or sales, nor shall they be solicited for donations or sales, on school grounds without prior approval from the Superintendent.

CROSS REF.: 8:90 (Parent Organizations and Booster Clubs)

ADOPTED: October 18, 2012

REVISED:

REVIEWED: December 15, 2017

**Lincolnwood School District 74**

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## Instruction

### 6:140 Education of Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. A *homeless child* is defined as provided in the McKinney Homeless Assistance Act and the Ill. Education for Homeless Children Act. The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. The Superintendent shall appoint a Liaison for Homeless Children. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the North Cook Intermediate Service Center and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children may, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

A "homeless child" is defined as provided in the McKinney Homeless Assistance Act.

#### LEGAL REF.:

McKinney Homeless Assistance Act, [42 U.S.C. § 11431](#) *et seq.*

Ill. Education for Homeless Children Act, [105 ILCS 45/](#).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 7:10 ( Equal Educational Opportunities), 7:30 (Student Assignment), 7:50 (School Admissions and Student Transfers to and from Non-District Schools), 7:60 (Residence), 7:100 (Health, Eye and Dental Examinations, Immunizations, and Exclusion of Students)

ADOPTED: September 10, 2002

REVISED: October 7, 2015

REVIEWED: March 1, 2018

**Lincolnwood School District 74**

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